




232 Healthcare Portal Instructions for 232 Lenders

Common Procedures for All Steps

1. The portal webpage is here <https://www.232hudhealthcare.com/>
2. After logging in , the Portal will automatically take you to the “My Production Task” section of the Portal where you can view the submission and its status. The “⏸” (pause symbol) = **Awaiting action from someone else**, the “■” stop symbol = **All actions are Complete**, the “▶” (play symbol) = **Awaiting action from you**.



232 Healthcare Portal

Version 2.0.0.0

Log out

Welcome Fake LAM


Lender Account Manager

Home ▾ Tasks ▾ Group Tasks ▾ Financial Analysis ▾ Asset Management ▾ Production ▾ Administration ▾ Contact Us ▾

Home > Tasks > My Production Tasks

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: FHARRequest									
Rasheedah's Place(FHARRequest)	Rasheedah's Place	⏸	First Fake Lender	FHARRequest	Not Assigned	05/30/2017		0 Day	No
Roger Lewis Town(FHARRequest)	Roger Lewis Town	■	First Fake Lender	FHARRequest	Fake LAM	05/30/2017		0 Day	Yes
Lendonwood(FHARRequest)	Lendonwood	■	First Fake Lender	FHARRequest	Fake LAM	05/30/2017		0 Day	Yes
Production Type: ClosingSingleStage									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	ClosingSingleStage	serviceriam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	⏸	First Fake Lender	ClosingSingleStage	april.j.edmunds@hud.gov	05/30/2017		0 Day	
Production Type: APPLICATIONREQUEST									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	serviceriam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	serviceriam@yahoo.com	05/30/2017		0 Day	

- 3 The color system is also an indication. Green means it is ready to go onto the next step. Red means it is not ready.



232 Healthcare Portal

Version 2.0.0.0
Log out
Welcome Fake LAM
Lender Account Manager

[Home](#) ▾ [Tasks](#) ▾ [Group Tasks](#) ▾ [Financial Analysis](#) ▾ [Asset Management](#) ▾ [Production](#) ▾ [Administration](#) ▾ [Contact Us](#) ▾

Home > Tasks > My Production Tasks

Production My Task									
Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: FHARrequest									
Rasheedah's Place(FHARrequest)	Rasheedah's Place	■	First Fake Lender	FHARrequest	Not Assigned	05/30/2017		0 Day	No
Roger Lewis Town(FHARrequest)	Roger Lewis Town	■	First Fake Lender	FHARrequest	Fake LAM	05/30/2017		0 Day	Yes
Lendonwood(FHARrequest)	Lendonwood	■	First Fake Lender	FHARrequest	Fake LAM	05/30/2017		0 Day	Yes
Production Type: ClosingSingleStage									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	ClosingSingleStage	serviceriam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	ClosingSingleStage	april.j.edmunds@hud.gov	05/30/2017		0 Day	
Production Type: APPLICATIONREQUEST									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	serviceriam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATIONREQUE	serviceriam@yahoo.com	05/30/2017		0 Day	


- 4 If you want to continue later on the application, you can do that. You would use the “save and check-in” option at the bottom.

☐ I acknowledge that I received the request for processing, and that I have reviewed it for completeness, accuracy and eligibility, in according to the Healthcare Mortgage Insurance Program Handbook No. 42321.(App Process) *

Submit

Save


Save and Check-in



Submitting a FHA Number Request

SUBMITTING A FHA NUMBER REQUEST

1. This section will provide instructions on submitting FHA Number requests by HUD approved Lenders.
 - a. To submit a FHA number request to HUD the user will need a valid email address and password to access the portal. If the user does not have a password, please contact the Portal helpdesk at hhcp <hhcp@hud.gov>.
2. After entering the user name and password, the first screen the user will see is the “Lender Project Action” screen. This screen will allow the user to select the action you want to complete using the Portal.



232 Healthcare Portal

Home ▾ Tasks ▾ Group Tasks ▾ Financial Analysis ▾ Asset Management ▾ Production ▾ Administration ▾ Contact Us ▾

Home > Asset Management > Lender Project Action Management Report

Report Name: Project Action Management Report

Lender Name: First Fake Lender

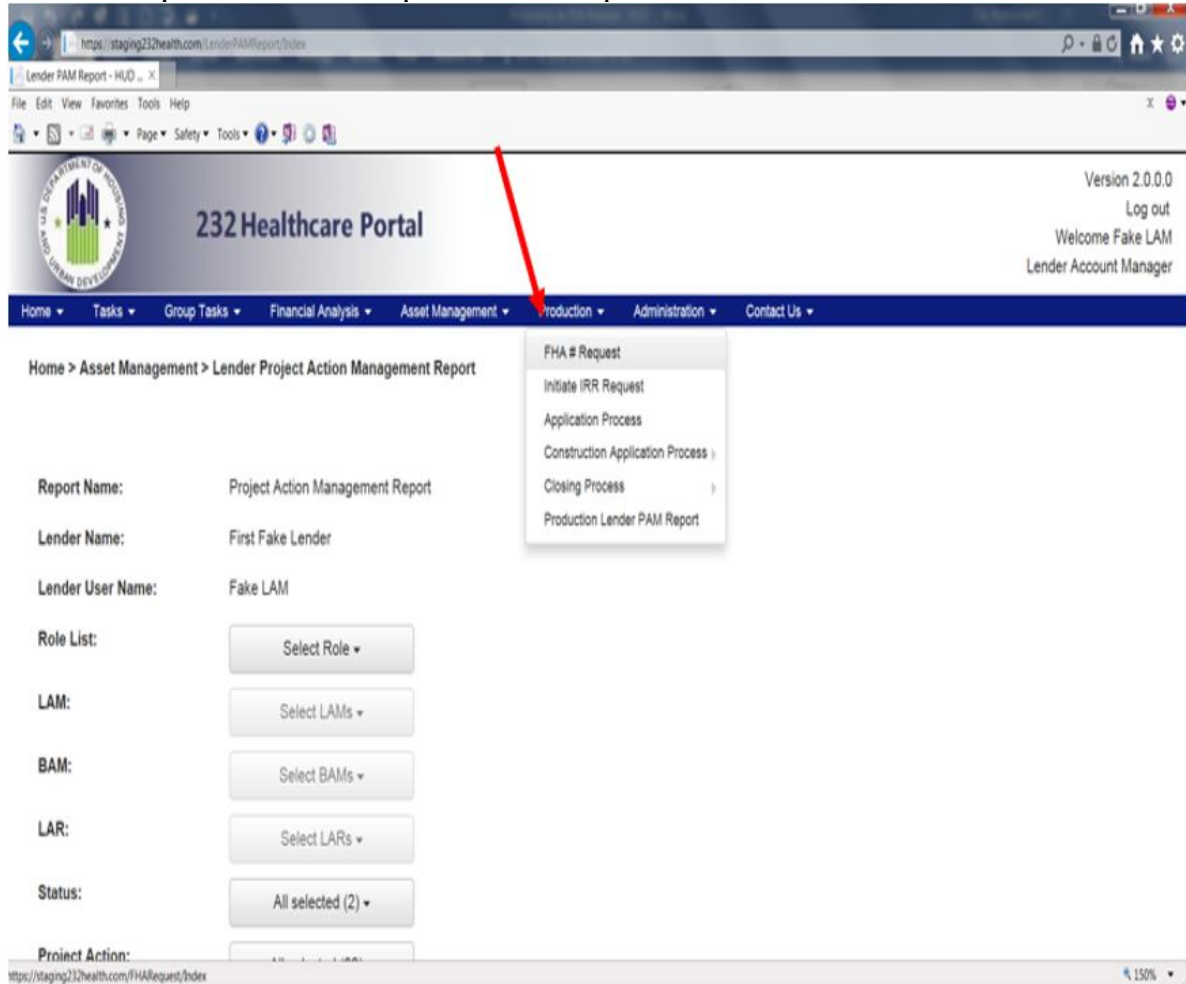
Lender User Name: Fake LAM

Role List:

LAM:

BAM:

3. Select the “Production” option from the items across the top of the screen and then click “FHA # Request” from the drop down list of options.



- Enter all the required information (name, address, CMS rating if applicable, bed count, project type etc.) for the project.

FHA# Request Form

Fields with * are mandatory

Application General Information

Project Name *	<input type="text"/>	Borrower Type *	<input type="text" value="Select Borrower Type"/>
Type of Project *	<input type="text" value="Select Project Type"/>	Proposed Loan Amount *	<input type="text" value="\$ 0.000"/>
Current FHA Project#	<input type="text"/>	Re-enter Loan Amount *	<input type="text" value="\$ 0.000"/>
Type of Current Loan(if 223a7)	<input type="text" value="Select Current Loan Type"/>	Proposed Interest Rate *	<input type="text" value="0"/>
Property ID#	<input type="text"/>		
Type of Activity(if 223f)	<input type="text" value="Select Activity Type"/>		
Type of Mortgage Insurance *	<input type="text" value="Select Mortgage Insurance Type"/>		
Is the property address listed correctly? * Yes <input type="radio"/> No <input type="radio"/>			
Project Street Address	<input type="text"/>	Project Zip Code	<input type="text"/>
Project City	<input type="text"/>	Congressional District	<input type="text" value="0"/>
Project State	<input type="text" value="Select State"/>		
Lender Name	<input type="text" value="First Fake Lender"/>	Lender ID#	<input type="text" value="11111"/>
Lender Contact Name *	<input type="text"/>		
Lender Contact Email *	<input type="text"/>		
Lender Contact Phone *	<input type="text"/>		

Project Characteristics

Skilled Nursing	<input type="text" value="0"/>	Beds	<input type="text" value="0"/>	Units	Additional Financing Resources	LIHTC	<input type="checkbox"/>
Assisted Living	<input type="text" value="0"/>	Beds	<input type="text" value="0"/>	Units		Tax-Exempt Bonds	<input type="checkbox"/>
Board & Care	<input type="text" value="0"/>	Beds	<input type="text" value="0"/>	Units		HOME	<input type="checkbox"/>
Memory Care	<input type="text" value="0"/>	Beds	<input type="text" value="0"/>	Units		CDBG	<input type="checkbox"/>
Independent	<input type="text" value="0"/>	Beds	<input type="text" value="0"/>	Units		Other	<input type="checkbox"/>
Other	<input type="text" value="0"/>	Beds	<input type="text" value="0"/>	Units			
CMS Star Rating	<input type="text" value="Select CMS Star Rating"/>						
Master Lease Proposed? *	Yes <input type="radio"/> No <input type="radio"/>						

Projects with Common Control (whether part of a Small, Mid/Size or Large Portfolio)**

Is this property part of a new or existing portfolio? *

Mid/Large portfolio ☐

Small portfolio ☐

Existing or New Portfolio Number

Existing or new Portfolio Name

Lender Comments

☐ I acknowledge that I received the FHA# request, reviewed it for completeness, accuracy and eligibility, with a recommendation for approval/denial/approval with changes *

5. Note: On 223a7, and other refinance projects, enter the current FHA number and loan type on the request form. Also, the address for the refinance project and the current project address should match. If the project address is the same select yes, the project address is listed correctly, and the address field should populate automatically.

FHA# Request Form

Fields with * are mandatory

Application General Information

Project Name *	SoulTown Palace	Borrower Type *	Profit
Type of Project *	Refinance 223(a)(7)	Proposed Loan Amount *	\$ 4,000,000.000
Current FHA Project#	000-00001	Re-enter Loan Amount *	\$ 4,000,000.000
Type of Current Loan(If 223a7)	Purchase/Refinance 223(f)	Proposed Interest Rate *	6
Property ID#	800000000		
Type of Activity(If 223f)	Select Activity Type		
Type of Mortgage Insurance *	Insurance Upon Completion		
Is the property address listed correctly? * Yes <input checked="" type="radio"/> No <input type="radio"/>			
Project Street Address		Project Zip Code	
Project City		Congressional District	5
Project State	Select State		
Lender Name	First Fake Lender	Lender ID#	11111
Lender Contact Name *	Someone Special		
Lender Contact Email *	Someone.Special@Fakelender.com		
Lender Contact Phone *	(123) 456 - 7890		

- 6 After entering all the required data, verify the information is correct. If all the data was entered correctly, check the acknowledgment button and click submit to forward your request to HUD for processing.

FHA# Request Form

Fields with * are mandatory

Application General Information

Project Name *	SoulTown Palace	Borrower Type *	Profit
Type of Project *	Refinance 223(a)(7)	Proposed Loan Amount *	\$ 4,000,000.000
Current FHA Project#	000-00001	Re-enter Loan Amount *	\$ 4,000,000.000
Type of Current Loan(if 223a7)	Purchase/Refinance 223(f)	Proposed Interest Rate *	6
Property ID#	800000000		
Type of Activity(if 223f)	Select Activity Type		
Type of Mortgage Insurance *	Insurance Upon Completion		
Is the property address listed correctly? *	Yes <input checked="" type="radio"/> No <input type="radio"/>		
Project Street Address		Project Zip Code	
Project City		Congressional District	5
Project State	Select State		
Lender Name	First Fake Lender	Lender ID#	11111
Lender Contact Name *	Someone Special		
Lender Contact Email *	Someone.Special@Fakelender.com		
Lender Contact Phone *	(123) 456 - 7890		

Project Characteristics

Skilled Nursing	120	Beds	85	Units	Additional Financing Resources	LIHTC	<input type="checkbox"/>
Assisted Living	35	Beds	20	Units		Tax-Exempt Bonds	<input type="checkbox"/>
Board & Care	0	Beds	0	Units		HOME	<input type="checkbox"/>
Memory Care	0	Beds	0	Units		CDBG	<input type="checkbox"/>
Independent	0	Beds	0	Units		Other	<input type="checkbox"/>
Other	0	Beds	0	Units			
CMS Star Rating	4						
Master Lease Proposed? *	Yes <input type="radio"/> No <input checked="" type="radio"/>						

Projects with Common Control (whether part of a Small, Mid/Size or Large Portfolio)**

Is this property part of a new or existing portfolio? *

NA

Mid/Large portfolio ☐

Small portfolio ☐

Existing or New Portfolio Number

Existing or new Portfolio Name

Lender Comments

☒ I acknowledge that I received the FHA# request, reviewed it for completeness, accuracy and eligibility, with a recommendation for approval/denial/approval with changes *

Submitting a FHA # Request for Portfolio Projects

7. When submitting requests for portfolio projects, enter the data the same way as in steps 1-4 making sure to enter the portfolio name, size, and whether the portfolio is new or existing.



- a.
 8. If the submission is part of an existing portfolio, please provide the portfolio number on the form. After entering the data, check the acknowledgement button and click submit to forward the request to HUD. A “Portfolio” task will be generated in addition to the FHA Number Request task. Note that both the FHA Number Request and Portfolio tasks will need to be completed by HUD for the project to be “Ready for Application.”
 9. If the submission requires a Corporate Credit Review (applicable to Midsize and Large Portfolios) a “CCR” task will also be generated. The CCR task must also be completed by HUD for the project to be “Ready for Application.” Prior approval of these application submissions is required either in the form of a Portfolio Approval letter or specific approval from HUD allowing application submissions prior to the issuance of a Portfolio Approval.

Master Lease Proposed? * Yes ☒ No ☐

Projects with Common Control (whether part of a Small, Mid/Size or Large Portfolio)**

Is this property part of a new or existing portfolio? * Existing

Mid/Large portfolio ☒

Small portfolio ☐

Existing or New Portfolio Number 0123




Existing or new Portfolio Name Lucky


Lender Comments 15 project portfolio

☒ I acknowledge that I received the FHA# request, reviewed it for completeness, accuracy and eligibility, with a recommendation for approval/denial/approval with changes *

Submit

Save

10. After submitting the FHA request, the Portal will automatically take you to the “My Production Task” section of the Portal where you can view the submission and its status. The “ ” (pause symbol) = **Awaiting action from someone else**, the “ “ stop symbol = **All actions are Complete**, the “ ” (play symbol) = **Awaiting action from you**.










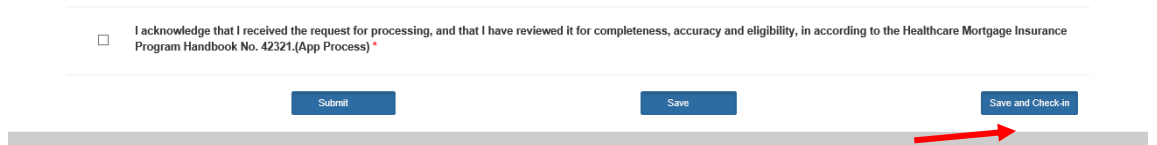
232 Healthcare Portal

Version 2.0.0.0
Log out
Welcome Fake LAM
Lender Account Manager

[Home](#) > [Tasks](#) > [Group Tasks](#) > [Financial Analysis](#) > [Asset Management](#) > [Production](#) > [Administration](#) > [Contact Us](#)

Home > Tasks > My Production Tasks

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: FHAResquest									
Rasheedah's Place(FHAResquest)	Rasheedah's Place		First Fake Lender	FHAResquest	Not Assigned	05/30/2017		0 Day	No
Roger Lewis Town(FHAResquest)	Roger Lewis Town		First Fake Lender	FHAResquest	Fake LAM	05/30/2017		0 Day	Yes
Lendonwood(FHAResquest)	Lendonwood		First Fake Lender	FHAResquest	Fake LAM	05/30/2017		0 Day	Yes
Production Type: ClosingSingleStage									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	ClosingSingleStage	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	ClosingSingleStage	april.j.edmunds@hud.gov	05/30/2017		0 Day	
Production Type: APPLICATIONREQUE									
(123-45666)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	
(123-45678)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		First Fake Lender	APPLICATIONREQUE	servicerlam@yahoo.com	05/30/2017		0 Day	



☐ I acknowledge that I received the request for processing, and that I have reviewed it for completeness, accuracy and eligibility, in accordance with the Healthcare Mortgage Insurance Program Handbook No. 42321.(App Process)

Submit Save Save and Check-in

11. Once HUD receives and processes the FHA number request, the lender will receive an email containing the new FHA number and informing the user that an application can now be submitted for review.

You have now successfully submitted a FHA Number Request for your property!



Who to Contact?

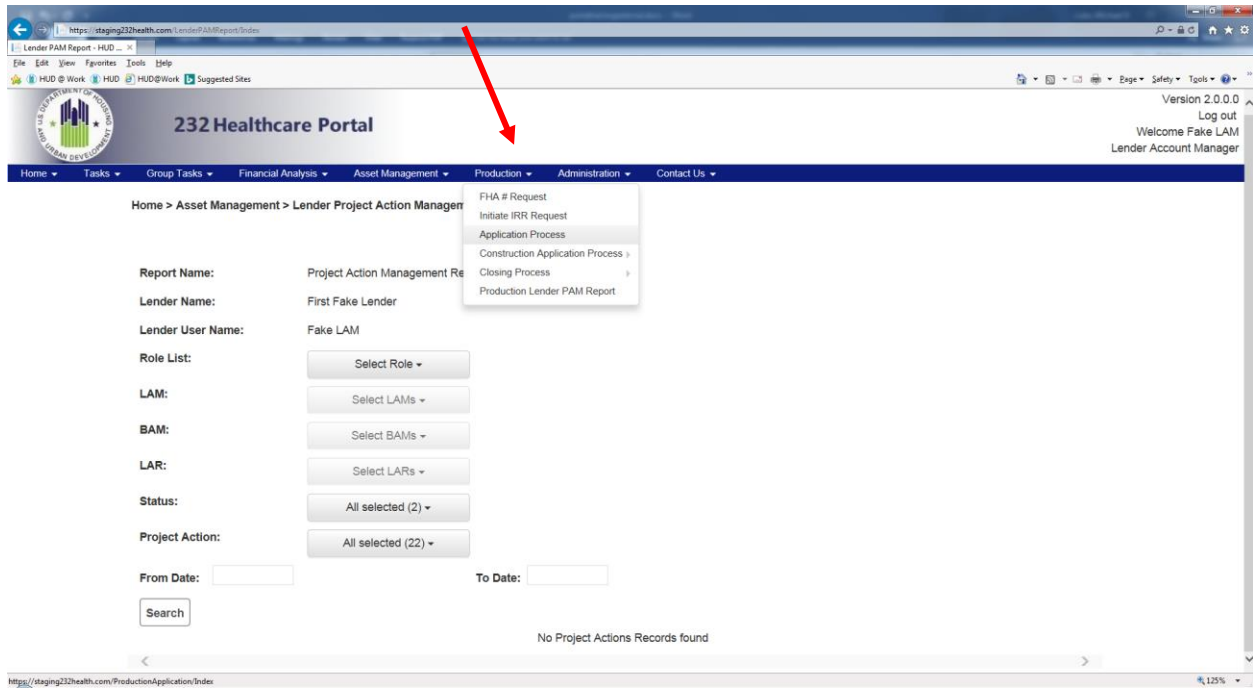
Please e-mail your 232 Healthcare Portal questions or concerns to the 232 Healthcare Portal Help Desk at HHCP@HUD.GOV.

Submitting an Application

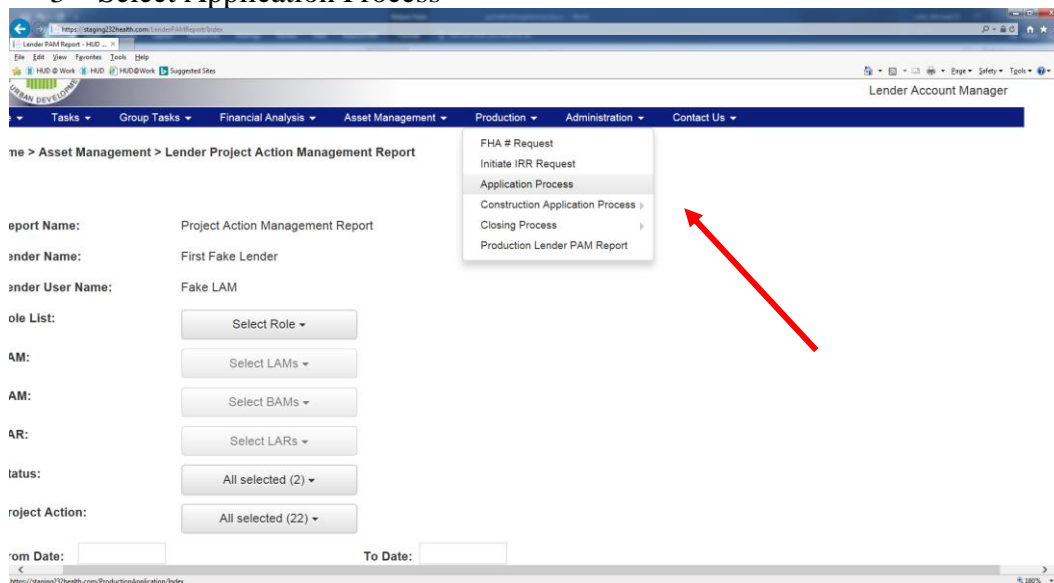
SUBMITTING A PROJECT:

This section will provide instructions on submitting a project submitted by HUD approved Lenders.

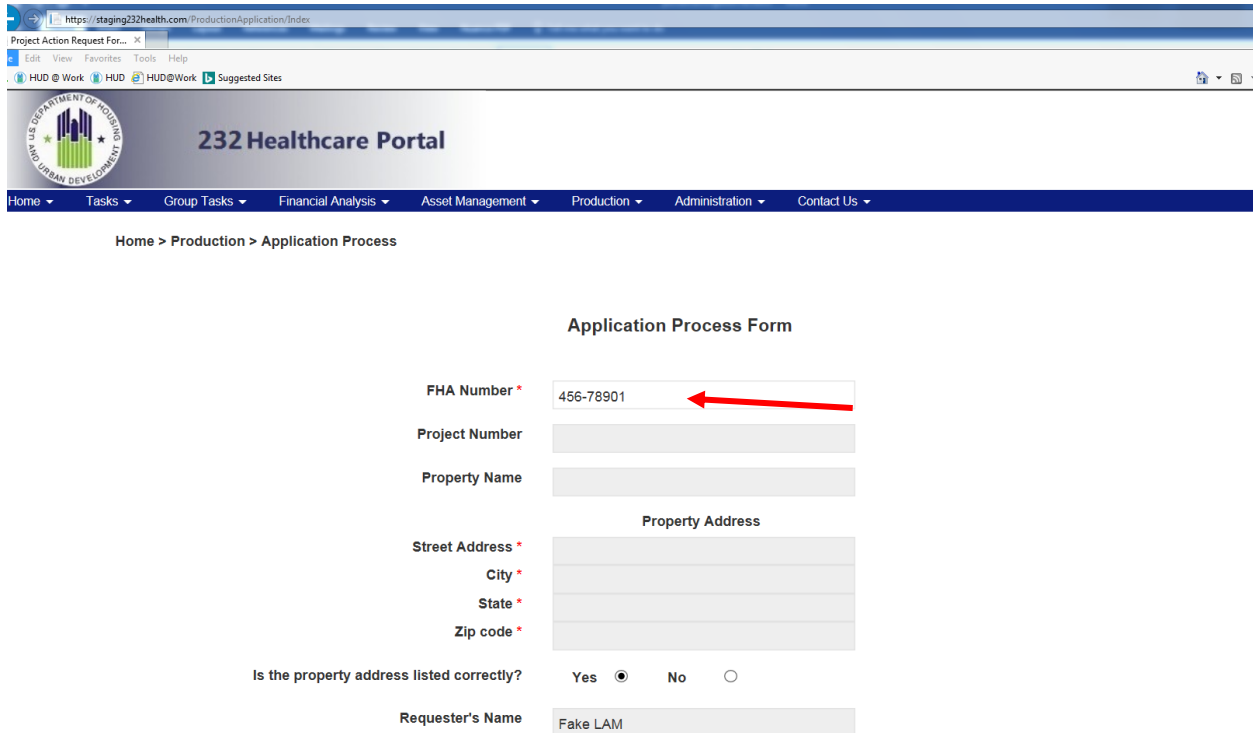
- 1 Log into the portal
- 2 Click on the Production tab



3 Select Application Process



- 4 Select the FHA number of the property for which you will be submitting an application.

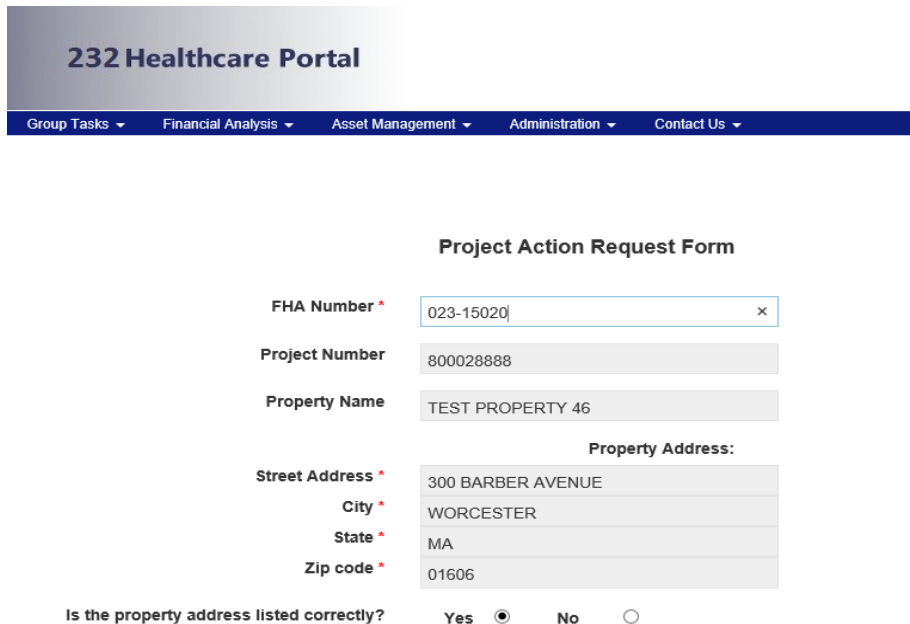


The screenshot shows a web browser window with the URL <https://staging232health.com/ProductionApplication/Index>. The page title is "232 Healthcare Portal". The navigation bar includes links for Home, Tasks, Group Tasks, Financial Analysis, Asset Management, Production, Administration, and Contact Us. The breadcrumb trail is "Home > Production > Application Process".

The "Application Process Form" contains the following fields:

- FHA Number ***: 456-78901 (A red arrow points to this field.)
- Project Number**: (Empty)
- Property Name**: (Empty)
- Property Address**: (Section header)
- Street Address ***: (Empty)
- City ***: (Empty)
- State ***: (Empty)
- Zip code ***: (Empty)
- Is the property address listed correctly?**: Yes ☒ No ☐
- Requester's Name**: Fake LAM

- 5 Verify the address is correct. If the address is not correct, select “No” and enter the correct information. This will be sent to HUD for review and updating.



The screenshot shows the "232 Healthcare Portal" with a navigation bar containing links for Group Tasks, Financial Analysis, Asset Management, Administration, and Contact Us.

The "Project Action Request Form" contains the following fields:

- FHA Number ***: 023-15020
- Project Number**: 800028888
- Property Name**: TEST PROPERTY 46
- Property Address:** (Section header)
- Street Address ***: 300 BARBER AVENUE
- City ***: WORCESTER
- State ***: MA
- Zip code ***: 01606
- Is the property address listed correctly?**: Yes ☒ No ☐

- 6 Scroll below to begin uploading documents. Click “upload” next to the folder that you want to upload.

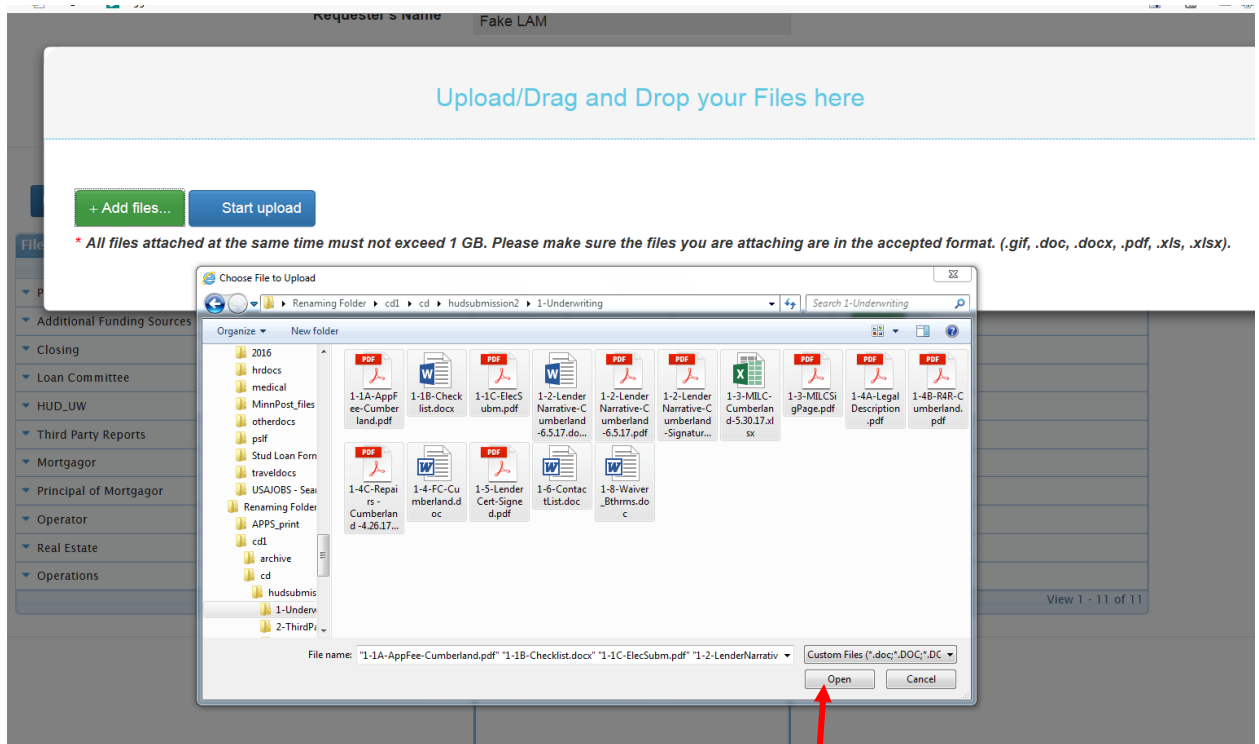
The screenshot shows a web application interface for a Project Action Request. At the top, there are input fields for 'Requester's Name' (Fake LAM), 'Date of Lenders's Submission', and 'Project Loan Type' (Purchase/Refinance 223(f)). Below these is a 'Rearrange FILES' button. The main section is the 'File Upload Grid', which is a table with columns: Folder View, File Name, File Size(KB), File Uploaded, Remove Attachment, Upload Files, and New File Name. The 'Folder View' column lists various folders: PLI, Additional Funding Sources, Closing, Loan Committee, HUD_UW, Third Party Reports, Mortgage, Principal of Mortgage, Operator, Real Estate, and Operations. The 'Upload Files' column contains green 'Upload' buttons for each folder. A red arrow points to the 'Upload' button for the 'Third Party Reports' folder. At the bottom, there is a 'Lender Comments' text area.

Folder View	File Name	File Size(KB)	File Uploaded	Remove Attachment	Upload Files	New File Name
PLI					Upload	
Additional Funding Sources					Upload	
Closing					Upload	
Loan Committee					Upload	
HUD_UW					Upload	
Third Party Reports					Upload	
Mortgage					Upload	
Principal of Mortgage					Upload	
Operator					Upload	
Real Estate					Upload	
Operations					Upload	

- 7 Click the green “add files.”

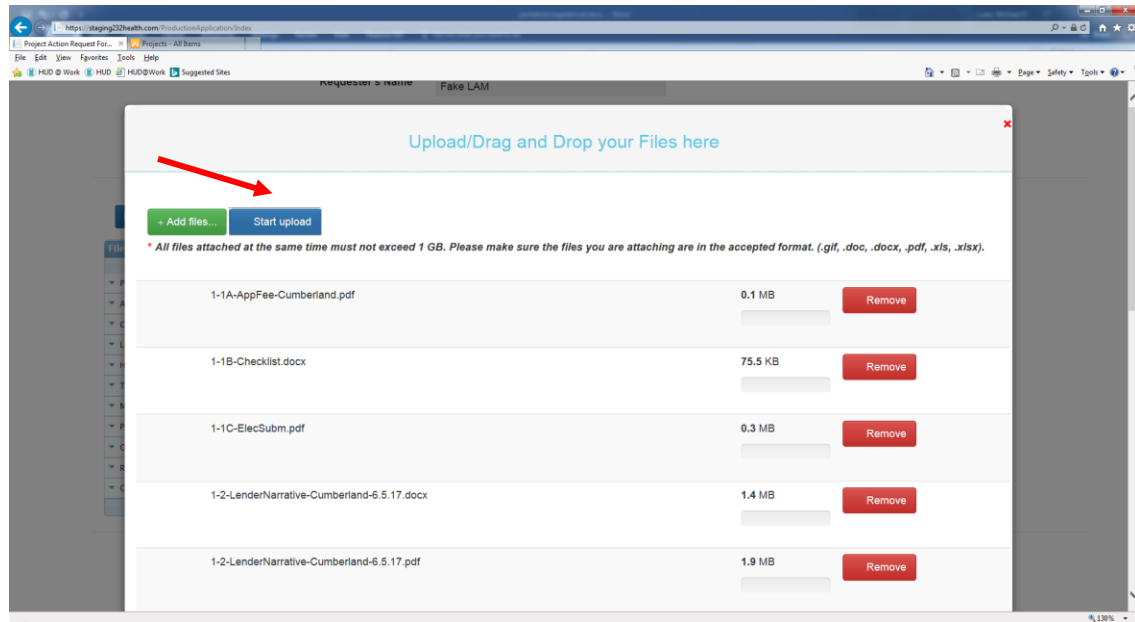
The screenshot shows the same web application interface as before, but with a modal dialog box open. The dialog box has a title bar that says 'Upload/Drag and Drop your Files here'. Inside the dialog, there is a green button labeled '+ Add files...' and a blue button labeled 'Start upload'. A red arrow points to the '+ Add files...' button. Below the buttons, there is a note: '* All files attached at the same time must not exceed 1 GB. Please make sure the files you are attaching are in the accepted format. (.gif, .doc, .docx, .pdf, .xls, .xlsx)'. The background of the application is dimmed.

- 8 A windows explorer box will open up. Select the files you wish to upload to that folder. Use “control” and “a” (Ctrl + A) together to select all documents within 1 folder. Click “open” when you have selected the files.



- 9 Use the following link to find our naming convention process:
<https://www.hud.gov/sites/dfiles/Housing/documents/Portal-FileNaming-FirmApplication.xlsx> **Make sure the name is exact or you will have to rename the document.** Renaming lots of documents is very time consuming for you the user. There is a 100MB limit per document and they can only be gif, doc, pdf, or xls file types.

10 Next, click “start upload.”



11 Documents that are in white are uploaded with the correct name. Those in blue will need to be renamed. Please use the HUD document naming convention, as linked in Step 9, above.

Loan Committee						Upload
▼ HUD_UW						Upload
▼ Third Party Reports						Upload
▼ Mortgageor						Upload
<ul style="list-style-type: none"> 3-1-Orig Chart - Cumberland.pdf 	3-1-Orig Chart - Cumberland.pdf	26	06/15/2017	✗		
<ul style="list-style-type: none"> 3-1-Orig FlowChart Borrower-Cumberland - 4.28.17.pdf 	3-1-Orig FlowChart Borrower-Cumberland - 4.28.17.pdf	208	06/15/2017	✗		
<ul style="list-style-type: none"> 3-2A-Articles.pdf 	3-2A-Articles.pdf	856	06/15/2017	✗		
<ul style="list-style-type: none"> 3-2B-Cert of Org.pdf 	3-2B-Cert of Org.pdf	427	06/15/2017	✗		
<ul style="list-style-type: none"> 3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF 	3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	724	06/15/2017	✗		
<ul style="list-style-type: none"> 3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF 	3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	2496	06/15/2017	✗		Select New File Name ▼
<ul style="list-style-type: none"> 3-3A-BPRS-CumberlandSenior.pdf 	3-3A-BPRS-CumberlandSenior.pdf	173	06/15/2017	✗		Select New File Name ▼
3-3-ConsolidatedCert-Borrower.pdf	3-3-ConsolidatedCert-Borrower.pdf	1304	06/15/2017	✗		Select New File Name ▼
3-4-Cumberland Senior Partners - Credit.pdf	3-4-Cumberland Senior Partners - Credit.pdf	138	06/15/2017	✗		Select New File Name ▼
▼ Principal of Mortgageor						Upload
▼ Operator						Upload

12 Those in blue need to be changed. On the right side, click the arrow, then select the type of document you want to rename it.

The screenshot shows a web application interface with a table of documents. The table has the following columns: Folder View, File Name, File Size(KB), File Uploaded, Remove Attachment, Upload Files, and New File Name. The rows are organized into folders, including PLI, Additional Funding Sources, Closing, Loan Committee, HUD_UW, Third Party Reports, and Mortgagor. Several rows are highlighted in blue, indicating they need to be renamed. A dropdown menu is open for the first highlighted row, showing a list of document types to select from. A red arrow points to the dropdown arrow.

Folder View	File Name	File Size(KB)	File Uploaded	Remove Attachment	Upload Files	New File Name
PLI					Upload	
Additional Funding Sources					Upload	
Closing					Upload	
Loan Committee					Upload	
HUD_UW					Upload	
Third Party Reports					Upload	
Mortgagor					Upload	
3-1-Orig Chart - Cumberland.pdf	3-1-Orig Chart - Cumberland.pdf	26	06/15/2017	X		
3-1-Orig FlowChart Borrower- Cumberland - 4.28.17.pdf	3-1-Orig FlowChart Borrower- Cumberland - 4.28.17.pdf	208	06/15/2017	X		
3-2A-Articles.pdf	3-2A-Articles.pdf	856	06/15/2017	X		
3-2B-Cert of Org.pdf	3-2B-Cert of Org.pdf	427	06/15/2017	X		
3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	724	06/15/2017	X		
3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	2496	06/15/2017	X		Select New File Name
3-3A-BPRS-CumberlandSenior.pdf	3-3A-BPRS-CumberlandSenior.pdf	173	06/15/2017	X		Select New File Name
3-3-ConsolidatedCert-Borrower.pdf	3-3-ConsolidatedCert-Borrower.pdf	1304	06/15/2017	X		Select New File Name
3-4-Cumberland Senior Partners - Credit.pdf	3-4-Cumberland Senior Partners - Credit.pdf	138	06/15/2017	X		Select New File Name
Principal of Mortgagor					Upload	
Operator					Upload	
Real Estate					Upload	
Operations					Upload	

Please correct document name for the highlighted rows.

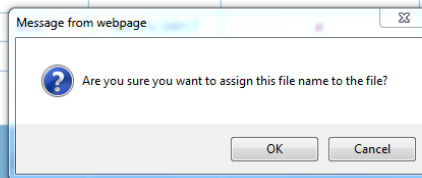
View 1 - 20 of 20

Select New File Name

- Balance Sheet
- Balance Sheet: Aging of Accounts Payable
- Balance Sheet: Aging of Accounts Receivable
- Balance Sheet: Aging of Notes Receivable
- Balance Sheet: Schedule of Legal Proceedings
- Balance Sheet: Schedule of Marketable Securities Payable
- Balance Sheet: Schedule of Notes & Mortgages Payable
- Balance Sheet: Schedule of Pledged Assets
- Credit Report: Borrower
- HUD-9013-ORCE: Consolidated Certification-Borrower
- HUD-9116-ORCE: Financial Statement Certification
- Income and Expense Statement
- Organi

- 13 Then select “OK” when prompted to change the name. You need to change all of the blue names until they appear white. **You cannot submit an application until the names are correct.** If there are duplicate documents you will need to add an “.a” or “.1” afterwards.

n Committee						Upload
D_UW						Upload
rd Party Reports						Upload
rtgagor						Upload
3-1-Orig Chart - Cumberland.pdf	3-1-Orig Chart - Cumberland.pdf	26	06/15/2017	✗		
3-1-Orig FlowChart Borrower-Cumberland - 4.28.17.pdf	3-1-Orig FlowChart Borrower-Cumberland - 4.28.17.pdf	208	06/15/2017	✗		
3-2A-Articles.pdf	3-2A-Articles.pdf					
3-2B-Cert of Org.pdf	3-2B-Cert of Org.pdf					
Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF					
Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF					Others
3-3A-BPRS-CumberlandSenior.pdf	3-3A-BPRS-CumberlandSenior.pdf	173	06/15/2017	✗		Select New File Name
3-3-ConsolidatedCert-Borrower.pdf	3-3-ConsolidatedCert-Borrower.pdf	1304	06/15/2017	✗		Select New File Name
Cumberland Senior Partners - Credit.pdf	3-4-Cumberland Senior Partners - Credit.pdf	138	06/15/2017	✗		Select New File Name



▼ Mortgage						Upload
○ 3-1-Orig Chart - Cumberland.pdf	3-1-Orig Chart - Cumberland.pdf	26	06/15/2017	✗		
○ 3-1-Orig FlowChart Borrower-Cumberland - 4.28.17.pdf	3-1-Orig FlowChart Borrower-Cumberland - 4.28.17.pdf	208	06/15/2017	✗		
○ 3-2A-Articles.pdf	3-2A-Articles.pdf	856	06/15/2017	✗		
○ 3-2B-Cert of Org.pdf	3-2B-Cert of Org.pdf	427	06/15/2017	✗		
○ 3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	3-2B-Cumberland Senior Partners, LLC - Operating Agreement PDF.PDF	724	06/15/2017	✗		
○ 3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	3-2C-Cumberland - Incumbency Packet for Cumberland Senior Partners, LLC.PDF	2496	06/15/2017	✗		
○ 3-3A-BPRS-CumberlandSenior.pdf	3-3A-BPRS-CumberlandSenior.pdf	173	06/15/2017	✗		
○ 3-3-ConsolidatedCert-Borrower.pdf	3-3-ConsolidatedCert-Borrower.pdf	1304	06/15/2017	✗		
○ 3-4-Cumberland Senior Partners - Credit.pdf	3-4-Cumberland Senior Partners - Credit.pdf	138	06/15/2017	✗		
▼ Principal of Mortgage						Upload

14 To remove a document, click “remove”.

+ Add files...

Start upload

All files attached at the same time must not exceed 100 MB. Please make sure the files you are attaching are in the accepted format. (.gif, .doc, .docx, .pdf, .xls, .xlsx)

1-1A-AppFee-Jefferson.pdf	0.2 MB	Remove
1-1B-Checklist-Jefferson-5.10.18.docx	77 KB	Remove

15 Otherwise, if it is uploaded, click on the box next to the attachment in the column “remove attachment.” Then click “attachment” at the top of the screen.

Rearrange FILES

Copy FILES

Attachment

Please correct document name for the highlighted rows.

Folder View	Add/Remove Folders	File Name	File Size(KB)	File Uploaded Date	Remove Attachment	Upload Files	New File Name
Section 00: Asset Management Controlling Documents _A						Upload	
Section 1: Underwriting _A						Upload	
1-1_A.Payment receipt - FHA Application Fee.pdf		1-1_A.Payment receipt - FHA Application Fee.pdf	167	05/22/2018	<input type="checkbox"/>		
1-1_B_2320i Firm Application Checklist - FHA Insured.docx		1-1_B_2320i Firm Application Checklist - FHA Insured.docx	75	05/22/2018	<input type="checkbox"/>		
1-1C-ElecSubm-Jefferson-Signed.pdf		1-1C-ElecSubm-Jefferson-Signed.pdf	161	05/22/2018	<input checked="" type="checkbox"/>		Select New File Name
1-2-Narrative-Jefferson-5.14.18.docx		1-2-Narrative-Jefferson-5.14.18.docx	2339	05/22/2018	<input checked="" type="checkbox"/>		Select New File Name

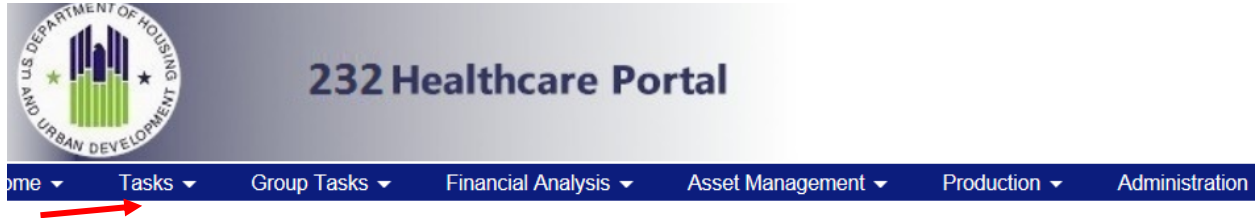
16 When everything is uploaded, you can now finish submitting the property. Click the box below to acknowledge submission.

The screenshot shows a web form for submitting a property request. At the top, there is a progress bar with a tab labeled 'Operations' and a green 'Upload' button. Below the progress bar is a 'Lender Comments' section with a text input field. A red arrow points to a checkbox labeled 'I acknowledge that I received the request for processing, and that I have reviewed it for completeness, accuracy and eligibility, in according to the Healthcare Mortgage Insurance Program Handbook No. 42321.(App Process) *'. Below this, there are three buttons: 'Submit', 'Save', and 'Save and Check-in'. A red arrow points to the 'Submit' button.

Now click “submit” at the bottom. If successful it will say “application request submitted successfully.”

The screenshot shows the HUD 232 Healthcare Portal interface. The header includes the HUD logo, the text '232 Healthcare Portal', and a navigation menu with items like 'Tasks', 'Group Tasks', 'Financial Analysis', 'Asset Management', 'Production', 'Administration', and 'Contact Us'. A modal dialog box titled 'Application Process Form' is displayed in the center, showing a blue header with 'Application Request Submitted' and a white body with the message 'Application Request submitted successfully.' and an 'Ok' button. The background form is partially visible, showing fields for 'FHA Number', 'Project Number', 'Property Name', 'Street Address', 'City', 'State', 'Zip code', and a checkbox for 'Is the property address listed correctly?'. The 'Requester's Name' field is filled with 'Fake LAM'.

- 17 To view your queue, go to the “tasks” ribbon on the far-left upper corner of your portal. The project should now be in the “application request” section.



Home > Tasks > My Production Tasks

Production My Task				
Task Name	Project Name	Status	Lender	Type
Production Type: FHA# REQUEST				
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUE:
june test 13(FHA# REQUEST)	june test 13	■	First Fake Lender	FHA# REQUE:
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUE:
3 Fake(FHA# REQUEST)	3 Fake	■	First Fake Lender	FHA# REQUE:

Home > Tasks > My Production Tasks

Production My Task									
Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comment	Duration	Ready for Application
Production Type: FHA# REQUEST									
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/15/2017	♥	0 Day	Yes
june test 13(FHA# REQUEST)	june test 13	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/13/2017	♥	2 Days	Yes
4 fake(FHA# REQUEST)	4 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/12/2017	♥	3 Days	Yes
3 Fake(FHA# REQUEST)	3 Fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/12/2017	♥	3 Days	Yes
2 fake(FHA# REQUEST)	2 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/12/2017	♥	3 Days	Yes
1 fake(FHA# REQUEST)	1 fake	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017	♥	7 Days	Yes
Portals Suck(FHA# REQUEST)	Portals Suck	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017	♥	7 Days	Yes
Beer HUD hall(FHA# REQUEST)	Beer HUD hall	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017	♥	7 Days	No
Geezer Hall(FHA# REQUEST)	Geezer Hall	■	First Fake Lender	FHA# REQUEST	Not Assigned	06/08/2017	♥	7 Days	No
Good Samaritan(FHA# REQUEST)	Good Samaritan	■	First Fake Lender	FHA# REQUEST	Fake LAM	06/08/2017	♥	7 Days	Yes
Production Type: APPLICATION REQUEST									
(111-11111)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATION REQUEST		06/15/2017		0 Day	
(678-90123)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	First Fake Lender	APPLICATION REQUEST		06/14/2017		1 Day	
(000-00001)IRR	IRR	■	First Fake Lender	APPLICATION REQUEST	venkateshm.pwlm@gmail.com	06/13/2017		2 Days	

Underwriting an Application

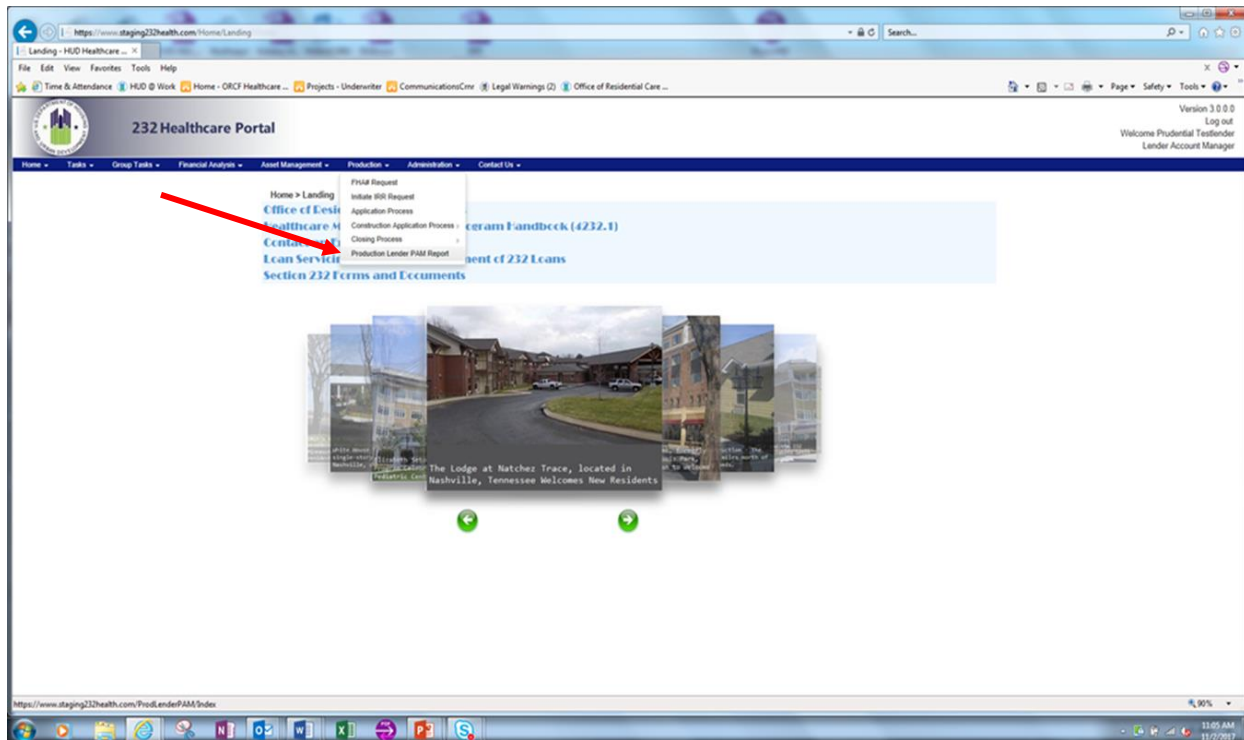
APPLICATION PROCESSING:

This section will provide instructions on Lender aspects of processing during application review.

Once an application is submitted by a Lender, it will show internally to ORCF staff in a Production Queue. Applications are listed by submission date, oldest first. ORCF reviewer assignments (Appraisal, Environmental, Title & Survey, Underwriter) will be made from that Queue.

Lenders can view the status of an application review through the Portal.

1. Log into the portal
2. Click on the Production tab
3. Select Production Lender PAM Report



4. Locate the property in the “Application Request” section.

Home > Production > Production Lender PAM Report

Report Name: Production Lender Project Action Management Report
 Lender Name: PRUDENTIAL HUNTOON PAGE ASSOCIATES LLC
 Lender User Name: Prudential Testtender
 Role List: Select Role
 LAM: Select LAMs
 BAM: Select BAMs
 LAIR: Select LAIRs
 Production Type: All selected (9)
 Project Loan Type: All selected (7)
 Status: All selected (3)
 From Date: To Date: Search

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	IsReassigned
123-22087	Form	Fairway Park	Purchase/Refinance 223/5	11/02/2017	11/02/2017	0	\$13,000,000.00	prudentia@prudential.com	LenderAccountManager	No
736-89025	Form	Patrol Place	Purchase/Refinance 223/5	11/01/2017	11/01/2017	1	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No
123-22087	Form	Patrol Place	Purchase/Refinance 223/5	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No
736-89025	Form	Patrol Place	Purchase/Refinance 223/5	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No
123-22087	Form	Patrol Place	Purchase/Refinance 223/5	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No
736-89025	Form	Patrol Place	Purchase/Refinance 223/5	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No

5. Use the scroll bar to scroll to the right to the “Status” column.

Home > Production > Production Lender PAM Report

Report Name: Production Lender Project Action Management Report
 Lender Name: PRUDENTIAL HUNTOON PAGE ASSOCIATES LLC
 Lender User Name: Prudential Testtender
 Role List: Select Role
 LAM: Select LAMs
 BAM: Select BAMs
 LAIR: Select LAIRs
 Production Type: All selected (9)
 Project Loan Type: All selected (7)
 Status: All selected (3)
 From Date: To Date: Search

End Date	Days Active	Loan Amount	Lender Name	User Role	IsReassigned	Status	Processed By	Task/Role
11/02/2017	0	\$13,000,000.00	prudentia@prudential.com	LenderAccountManager	No	In Queue		Underwriter
11/02/2017	1	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	RAI
11/02/2017	0	\$5,000,000.00	prudentia@prudential.com	LenderAccountManager	No	Closed	april.jedmunds@hud.gov	Underwriter
11/02/2017	0	\$13,000,000.00	prudentia@prudential.com	LenderAccountManager	No	Closed	april.jedmunds@hud.gov	Underwriter
11/02/2017	0	\$13,000,000.00	prudentia@prudential.com	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	Underwriter

6. As ORCF reviewers are assigned (Appraisal, Environmental, Title/Survey, UW), individual statuses will be available by clicking the “+” sign next to the FHA Number.

Home > Production > Production Lender PAM Report

Report Name: Production Lender Project Action Management Report
Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
Lender User Name: Prudential Testlender
Role List: Select Role
LAM: Select LAMs
BAM: Select BAMs
LAR: Select LARs
Production Type: All selected (9)
Project Loan Type: All selected (7)
Status: All selected (3)
From Date: To Date: Search

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	IsRea
+ 022-22033		Fenway Park	Purchase/Refinance 223(i)	11/02/2017		0	\$13,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 123-22087		Patriot Place	Purchase/Refinance 223(i)	11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 736-90025		test45	Purchase/Refinance 223(i)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 736-90025		test45	Purchase/Refinance 223(i)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 123-22087		Patriot Place	Purchase/Refinance 223(i)	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 022-22033		Fenway Park	Purchase/Refinance 223(i)	11/02/2017	11/02/2017	0	\$13,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	

Home > Production > Production Lender PAM Report

Report Name: Production Lender Project Action Management Report
Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
Lender User Name: Prudential Testlender
Role List: Select Role
LAM: Select LAMs
BAM: Select BAMs
LAR: Select LARs
Production Type: All selected (9)
Project Loan Type: All selected (7)
Status: All selected (3)
From Date: To Date: Search

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	IsRea
- 022-22033		Fenway Park	Purchase/Refinance 223(i)	11/02/2017		0	\$13,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 123-22087		Patriot Place	Purchase/Refinance 223(i)	11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 736-90025		test45	Purchase/Refinance 223(i)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 736-90025		test45	Purchase/Refinance 223(i)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 123-22087		Patriot Place	Purchase/Refinance 223(i)	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	
+ 022-22033		Fenway Park	Purchase/Refinance 223(i)	11/02/2017	11/02/2017	0	\$13,000,000.00	prudentialtestlender@gmail.com	LenderAccountManager	

Scroll to the right to see the assigned review.

Report Name: Production Lender Project Action Management Report
 Lender Name: PRUDENTIAL HUNTON PAIGE ASSOCIATES LLC
 Lender User Name: Prudential Testlender
 Role List: Select Role
 LAM: Select LAMs
 BAM: Select BAMs
 LAR: Select LARs
 Production Type: All selected (9)
 Project Loan Type: All selected (7)
 Status: All selected (3)
 From Date: To Date: Search

End Date	Days Active	Loan Amount	Lender Name	Lender Role	IsReassigned	Status	Processed By	View Name	Task/Role
11/02/2017	0	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	In Queue	susan.gosselin@hud.gov	Environmental	RAI
11/02/2017	1	\$5,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter	UnderWriter
10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	UnderWriter	UnderWriter
10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	InsertPha	InsertPha
11/02/2017	0	\$5,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter	UnderWriter
11/02/2017	0	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertPha	InsertPha

- As reviewers are assigned they will be added to the project actions. An application is considered In Review when an ORCF UW is assigned.

Role List: Select Role
 LAM: Select LAMs
 BAM: Select BAMs
 LAR: Select LARs
 Production Type: All selected (9)
 Project Loan Type: All selected (7)
 Status: All selected (3)
 From Date: To Date: Search

End Date	Days Active	Loan Amount	Lender Name	Lender Role	IsReassigned	Status	Processed By	View Name	Task/Role
11/02/2017	1	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	UnderWriter	UnderWriter
11/02/2017	1	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Environmental	Environmental
11/02/2017	1	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	UnderWriter/Closer	UnderWriter/Closer
11/02/2017	1	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Survey	Survey
11/02/2017	1	\$13,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Appraiser	Appraiser
11/02/2017	1	\$5,000,000.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter	UnderWriter
10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	UnderWriter	UnderWriter
10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	InsertPha	InsertPha

Requests for Additional Information:

Individual ORCF reviewers may initiate “Requests for Additional Information” (“RAI’s”) as they complete their reviews. An automatic email with the request is generated, but reviewers may need to follow up with a separate email if more detail is necessary.

RAI’s will be shown in Lender’s My Production Tasks & the PAM Report.

8. Open the My Production Tasks tab. The Application Request list shows Tasks designated as RAI’s.

232 Healthcare Portal

Home > Tasks > My Production Tasks

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comments	Duration	Ready for Application
Production Type: FHA# REQUEST									
Fenway Park(FHA# REQUEST)	Fenway Park	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/02/2017		1 Day	Yes
Patriot Place(FHA# REQUEST)	Patriot Place	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/01/2017		2 Days	Yes
test45(FHA# REQUEST)	test45	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	10/16/2017		18 Days	Yes
Production Type: APPLICATION REQUEST									
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)		PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/03/2017		0 Day	
(022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
(123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/01/2017		2 Days	
(736-90029)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	10/16/2017		18 Days	
RAI (736-90029)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	april.j.edmunds@hud.gov	10/16/2017		18 Days	

9. The “||” (Pause icon) = **Awaiting Action from someone else**, the “■” (Stop icon) = **All Actions are Complete**, the “▶” (Play icon) = **Awaiting action from you**. The Play icon indicates a response needs to be submitted to the ORCF reviewer to continue processing.

10. Access the RAI detail by clicking on the RAI task link.

The screenshot shows the 232 Healthcare Portal interface. The top navigation bar includes links for Home, Tasks, Group Tasks, Financial Analysis, Asset Management, Production, Administration, and Contact Us. The main content area displays a table of tasks under the heading 'Production My Task'. The table has columns for Task Name, Project Name, Status, Lender, Type, Assigned To, Last updated, Comments, Duration, and Ready for Application. A red arrow points to the task 'RAI (022-22033)Purchase/Refinance 223(f)'.

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comments	Duration	Ready for Application
Production Type: FHAR REQUEST									
Fenway Park(FHAR REQUEST)	Fenway Park	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHAR REQUEST	Prudential Testlender	11/02/2017		1 Day	Yes
Patriot Place(FHAR REQUEST)	Patriot Place	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHAR REQUEST	Prudential Testlender	11/01/2017		2 Days	Yes
test45(FHAR REQUEST)	test45	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHAR REQUEST	Prudential Testlender	10/16/2017		18 Days	Yes
Production Type: APPLICATION REQUEST									
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	▶	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/03/2017		0 Day	
0022-22033Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
1123-22087Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/02/2017		1 Day	
RAI (1123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (1123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (1123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/01/2017		2 Days	
7336-90025Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	10/16/2017		18 Days	
RAI (7336-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223(f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	april.j.edmunds@hud.gov	10/16/2017		18 Days	

11. Scroll right to see the “Attach” file button. This button opens up the lender’s ability to submit additional documentation as requested by the ORCF reviewer.

The screenshot shows the RAI detail page for 'RAI (022-22033)Purchase/Refinance 223(f)'. The page includes sections for Property Address, Requester's Name, Date of Lender's Submission, and Project Loan Type. The 'Documentation Grid' section contains a table with columns for Role, Comment, File History, Expected File Name, Attached File, File Size(KB), Remove Attachment, Upload/Modify, and New File Name. The 'Attach' button is highlighted in the 'Upload/Modify' column for the first row.

Property Address

Street Address 33 Yawkey Way
City Boston
State MA
Zip code 02222

Is the property address listed correctly? Yes ☐ No ☒

Requester's Name

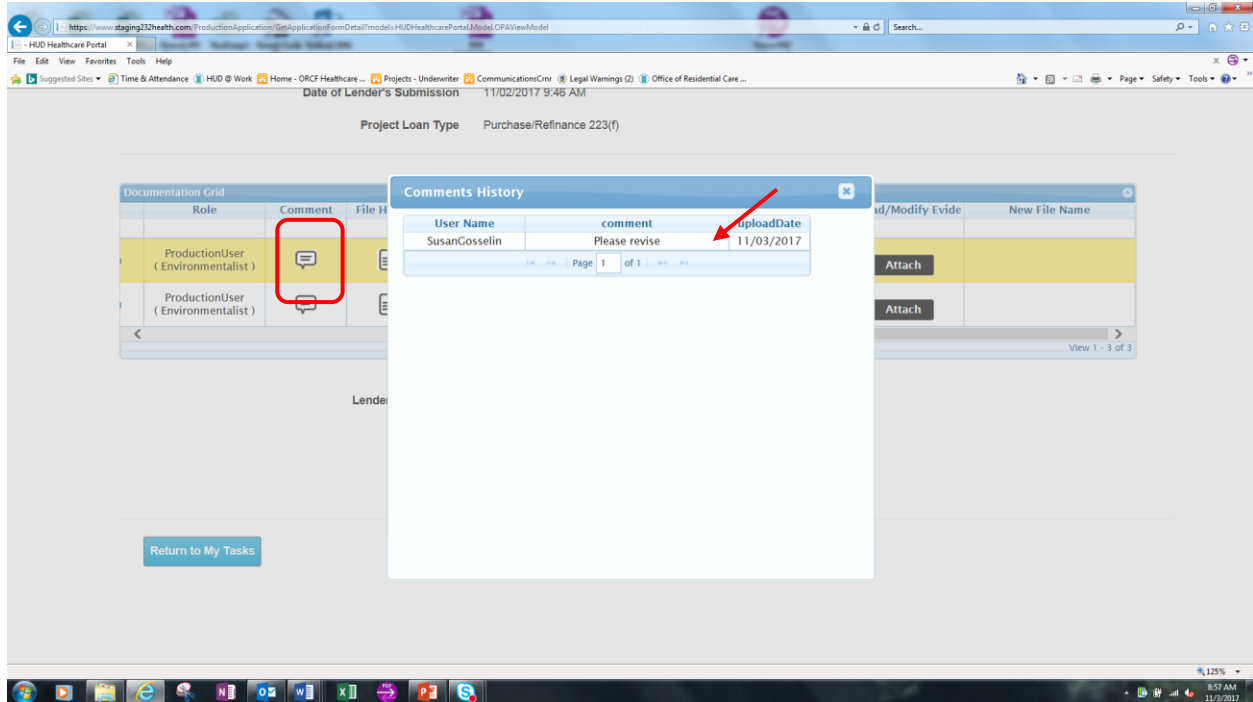
Date of Lender's Submission 11/02/2017 9:46 AM

Project Loan Type Purchase/Refinance 223(f)

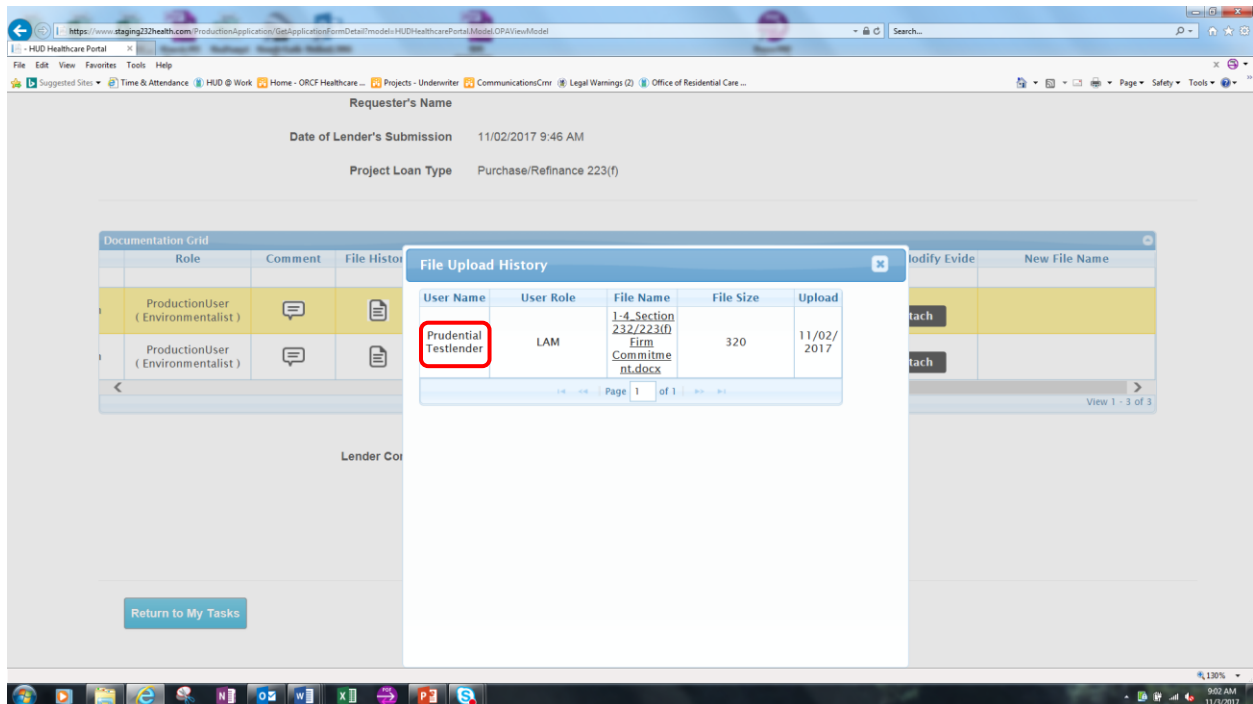
Role	Comment	File History	Expected File Name	Attached File	File Size(KB)	Remove Attachment	Upload/Modify	New File Name
ProductionUser (Environmental)			1-4_Section 232/223 (f) Firm Commitment.docx				Attach	
ProductionUser (Environmental)			1-6-90024-HUD-90024-ORCF>Contact List.docx				Attach	

Lender Comments :

12. A pop-up box with reviewer comments can be viewed by clicking on the Comment icon.



13. A file history pop-up box can also be viewed by clicking on the File History icon.



14. Attach updated files and add Comments to Submit the RAI response. (Note: It may be necessary to send a separate email to the ORCF reviewer if a full submission response option is not available in the Portal.)

Requester's Name

Date of Lender's Submission: 11/02/2017 9:46 AM

Project Loan Type: Purchase/Refinance 223(f)

Role	Comment	File History	Expected File Name	Attached File	File Size(KB)	Remove Attachment	Upload/Modify Evidence	New File Name
ProductionUser (Environmental)			1-4_Section 232/223 (f) Firm Commitment.docx	1-4_Section 232/223(f) Firm Commitment.docx	320		Attach	
ProductionUser (Environmental)			1-6-90024_HUD-90024-ORCF, Contact List.docx	1-6-90024_HUD-90024-ORCF, Contact List.docx	53		Attach	

Lender Comments : Corrected documents attached.

Submit

Return to My Tasks

The ORCF reviewer will see a new task with the RAI response, and will complete the review or request further additional information.

The Lender will see the updates on their My Production Tasks and PAM report, as well as emails for any additional requests.

15. On the My Production Tasks tab (note in this example one RAI is awaiting lender action (Pause icon), and one RAI is complete (Stop icon):

Home > Tasks > My Production Tasks

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comments	Duration	Ready for Application
Production Type: FHA# REQUEST									
Fenway Park(FHA# REQUEST)	Fenway Park	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/02/2017		1 Day	Yes
Patriot Place(FHA# REQUEST)	Patriot Place	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/01/2017		2 Days	Yes
test45(FHA# REQUEST)	test45	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	10/16/2017		18 Days	Yes
Production Type: APPLICATION REQUEST									
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/03/2017		0 Day	
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/03/2017		0 Day	
(022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
(123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/01/2017		2 Days	
(736-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	10/16/2017		18 Days	
RAI (736-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	april.j.edmunds@hud.gov	10/16/2017		18 Days	

16. On the PAM Report (in this example, both RAI's are completed):

Project Loan Type: All selected (7) ▼

Status: All selected (3) ▼

From Date: To Date: Search

Start Date	End Date	Days Active	Loan Amount	Lender Name	Lender Role	IsReassigned	Status	Processed By	View Name	RAI
Production Type: APPLICATION REQUEST										
11/02/2017		1	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Open	susan.gosselin@hud.gov	UnderWrite	
2017		1	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Open	susan.gosselin@hud.gov	Environmental	No
2017		1	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Open	susan.gosselin@hud.gov	Underwriter/Closer	No
2017		1	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Open	susan.gosselin@hud.gov	Survey	No
2017		1	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Open	susan.gosselin@hud.gov	Appraiser	No
2017		0	\$13,000,000.00	prudentialtestlender@gmail	ProductionUser	No	Closed	susan.gosselin@hud.gov	RAI	Yes
2017	11/03/2017	0	\$13,000,000.00	prudentialtestlender@gmail	ProductionUser	No	Closed	susan.gosselin@hud.gov	RAI	Yes
11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Closed	susan.gosselin@hud.gov	UnderWrite	
10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail	Lender/AccountManager	No	Closed	april.j.edmunds@hud.gov	UnderWrite	
Production Type: FHA# REQUEST										
10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialtestlender@gmail	Lender/AccountManager	No	Closed	april.j.edmunds@hud.gov	InsertFha	
11/01/2017	11/01/2017	0	\$5,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha	
11/02/2017	11/02/2017	0	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha	

Once all reviews are complete, and the ORCF UW has presented the project to Loan Committee, the project will show in the Lender's PAM report as closed.

17. Open the Lender PAM report from the Production tab. Scroll to the right to see the Status.

The screenshot displays the 'Production Lender PAM' report for 'PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC'. The report includes a table with columns: FHA Number, Form, Project Name, Loan Type, Start Date, End Date, Days Active, Loan Amount, Lender Name, User Role, and Status. The 'Status' column is circled in red in the second screenshot.

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	Status
022-22033		Fenway Park	Purchase/Refinance 223(f)	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialetender@gmail	LenderAccountManager	Closed
123-22087		Patrol Place	Purchase/Refinance 223(f)	11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialetender@gmail	LenderAccountManager	Closed
736-90025		test45	Purchase/Refinance 223(f)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialetender@gmail	LenderAccountManager	Closed
736-90025		test45	Purchase/Refinance 223(f)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialetender@gmail	LenderAccountManager	Closed
123-22087		Patrol Place	Purchase/Refinance 223(f)	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentialetender@gmail	LenderAccountManager	Closed
022-22033		Straw Manor	Purchase/Refinance 223(f)	11/07/2017	11/07/2017	0	\$5,000,000.00	prudentialetender@gmail	LenderAccountManager	Closed
022-22033		Fenway Park	Purchase/Refinance 223(f)	11/02/2017	11/02/2017	0	\$13,000,000.00	prudentialetender@gmail	LenderAccountManager	Closed

Report Name: Production Lender Project Action Management Report
 Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
 Lender User Name: Prudential Testlender
 Role List:
 LAM:
 BAM:
 LAR:
 Production Type:
 Project Loan Type:
 Status:
 From Date: To Date:

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	Is Rea
Production Type: APPLICATION REQUEST										
022-22033	Fenway Park	Purchase/Refinance 223	0	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	
022-22033	Fenway Park	Purchase/Refinance 223	0	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No
022-22033	Fenway Park	Purchase/Refinance 223	0	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No
022-22033	Fenway Park	Purchase/Refinance 223	0	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	No
022-22033	Fenway Park	Purchase/Refinance 223	0	11/03/2017	11/03/2017	0	\$13,000,000.00	prudentialtestlender@gmail	Product/User	No
022-22033	Fenway Park	Purchase/Refinance 223	0	11/03/2017	11/03/2017	0	\$13,000,000.00	prudentialtestlender@gmail	Product/User	No
022-22033	Fenway Park	Purchase/Refinance 223	0	11/03/2017	11/03/2017	0	\$13,000,000.00	prudentialtestlender@gmail	Product/User	No
123-22087	Patrol Place	Purchase/Refinance 223	0	11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialtestlender@gmail	Lender/AccountManager	

18. The project will now be available to start in the Closing process when ready.

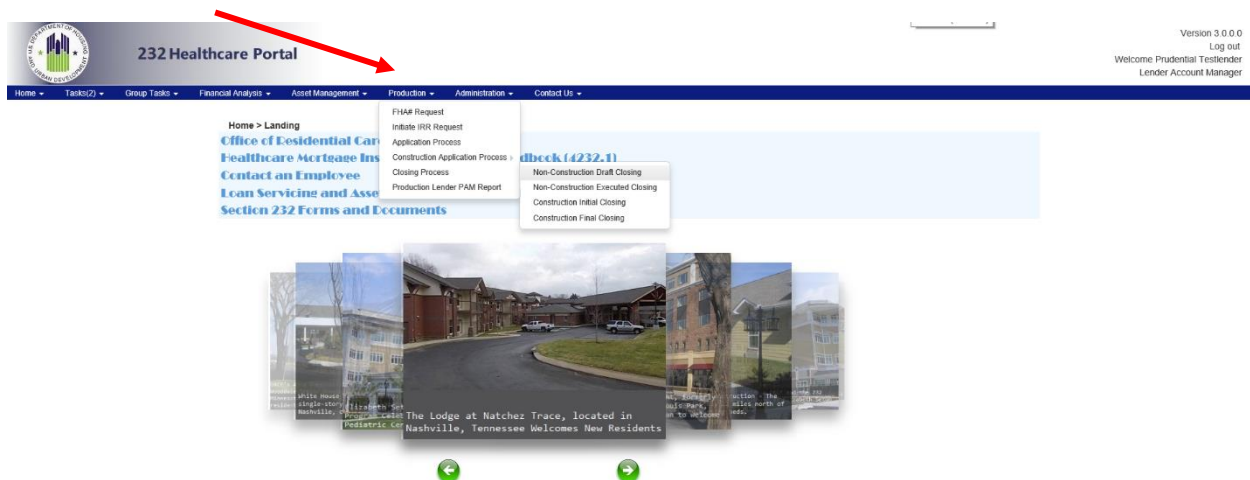
Closing

DRAFT CLOSING PROCESSING:

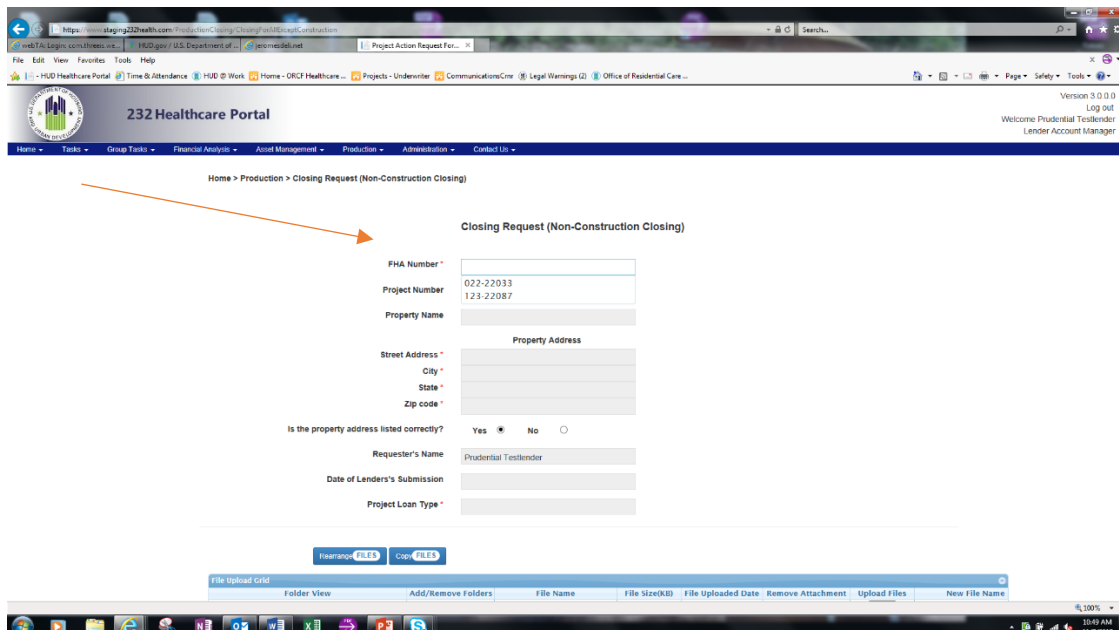
This section will provide instructions on Lender aspects of processing during draft closing document review.

To submit draft closing documents,

1. Log into the portal
2. Click on the Production tab
3. Select Closing Process
4. Select type of closing



5. Select FHA # of subject project from available applications.



6. Once selecting the FHA#, the Portal will auto-fill several fields with data from the Application. To upload draft Closing documents, click on the green UPLOAD button.

Non-Construction Draft Closing

FHA Number * 123-98765 x

Project Number 123-98765
000123456

Property Name Sun Burnt Arms

Property Address

Street Address * 100 1st Ave

City * seattle

State * WA

Zip code * 98101

Is the property address listed correctly? Yes ☐ No ☐

Requester's Name Prudential Testlender

Date of Lenders's Submission

Project Loan Type * Purchase/Refinance 223(f)

Rearrange FILES Copy FILES Attachment

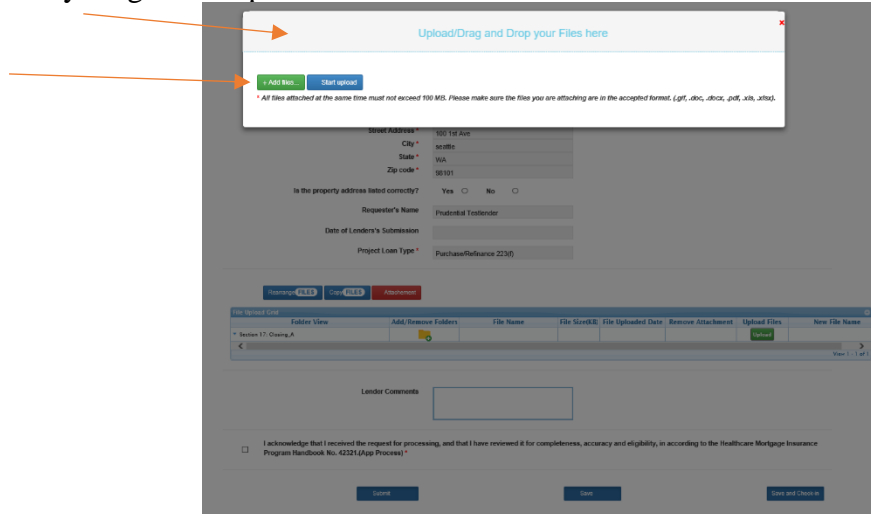
Folder View	Add/Remove Folders	File Name	File Size(KB)	File Uploaded Date	Remove Attachment	Upload Files	New File Name
Section 17: Closing_A						Upload	

Lender Comments

☐ I acknowledge that I received the request for processing, and that I have reviewed it for completeness, accuracy and eligibility, in according to the Healthcare Mortgage Insurance Program Handbook No. 42321.(App Process) *

Submit Save Save and Check-in

- A pop-up window will open to allow you to either select specific documents to upload or you may drag and drop the documents.



- The system will ask you to rename the documents to correspond with acceptable document names.

Property Name
Sun Burnt Arms

Property Address
Street Address *
100 1st Ave
City *
seattle
State *
WA
Zip code *
98101

Is the property address listed correctly?
Yes ☒ No ☐

Requester's Name
Prudential Testlender

Date of Lenders' Submission

Project Loan Type *
Purchase/Refinance 223(f)

Rearrange FILES Copy FILES Attachment

Please correct document name for the highlighted rows.

Folder View	Add/Remove Folders	File Name	File Size(KB)	File Uploaded Date	Remove Attachment	Upload Files
Section 17: Closing_A		heros-download-1520205619403.docx	50	04/23/2018		Upload

Please correct document name for the highlighted rows.

Lender Comments

☐ I acknowledge that I received the request for processing, and that I have reviewed it for completeness, accuracy and eligibility, in according to the Healthcare Mortgage Program Handbook No. 42321.(App Process) *

Select New File Name
1. Executed Firm Commitment
1. HUD-92337-ORCF Contact List
1.a. Executed Amendment(s)
1.b. Executed Assignment
10. HUD-92337-ORCF Regulatory Agreement 877 Master Tenant
10.a. HUD-92339-ORCF Master Lease Estoppel Agreement
10.b. Master Lease And HUD-92211-ORCF Addendum
11. HUD-92331-ORCF Cross Default Guaranty of Subtenants
11. HUD-94001-ORCF Healthcare Facility Note
12. HUD-91117-ORCF Operator Estoppel Certificate
12.b. Operating Lease And HUD-91116-ORCF Addendum
13.1. a. 13-1-A Certification
13.1. b. 13-1-B Articles of Incorporation
13.1. c. 13-1-C Bylaws
13.1. d. 13-1-D Authorizing Resolution
13.1. e. 13-1-E Auth To Do Business
13.1. f. 13-1-F Good Standing
13.1. g. 13-1-G Incumbency
13.2. a. 13-2-A Certification
13.2. b. 13-2-B Partnership Agreement
13.2. c. 13-2-C Certification of Partnership
13.2. d. 13-2-D Authorizing Resolution
13.2. e. 13-2-E Auth To Do Business
13.2. f. 13-2-F Good Standing
13.2. g. 13-2-G Incumbency
13.3. a. 13-3-A Certification
13.3. b. 13-3-B Articles of Organization
13.3. c. 13-3-C Operating Agreement

- After the Portal asks to confirm that you want to rename the document(s), you may enter any comments you want to send to the Closer in the Lender Comments box, click the Acknowledge button and Submit to send the documents to be assigned to a Closer.

Rearrange FILES
Copy FILES
Attachement

File Upload Grid							
Folder View	Add/Remove Folders	File Name	File Size(KB)	File Uploaded Date	Remove Attachment	Upload Files	New File Name
Section 17: Closing_A							
1_Executed Firm Commitment.docx		1_Executed Firm Commitment.docx	56	04/23/2018	<input type="checkbox"/>		

View 1 - 2 of 2

Lender Comments

☐

I acknowledge that I received the request for processing, and that I have reviewed it for completeness, accuracy and eligibility, in according to the Healthcare Mortgage Insurance Program Handbook No. 42321.(App Process) *

Submit

Save

Save and Check-in

Requests for Additional Information:

Individual ORCF reviewers may initiate “Requests for Additional Information” (“RAI’s”) as they complete their reviews. An automatic email with the request is generated, but reviewers may need to follow up with a separate email if more detail is necessary.

RAI’s will be shown in Lender’s My Production Tasks & the PAM Report.

- Open the My Production Tasks tab. The Application Request list shows Tasks designated as RAI's.

232 Healthcare Portal

Home > Tasks > My Production Tasks

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comments	Duration	Ready for Application
Production Type: FHA# REQUEST									
Fenway Park(FHA# REQUEST)	Fenway Park	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testtender	11/02/2017		1 Day	Yes
Patriot Place(FHA# REQUEST)	Patriot Place	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testtender	11/01/2017		2 Days	Yes
test45(FHA# REQUEST)	test45	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testtender	10/16/2017		18 Days	Yes
Production Type: APPLICATION REQUEST									
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223	▶	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtesttender@gmail.com	11/03/2017		0 Day	
(022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
(123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtesttender@gmail.com	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/01/2017		2 Days	
RAI (736-90028)Purchase/Refinance 223(f)	Purchase/Refinance 223	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtesttender@gmail.com	10/16/2017		18 Days	
RAI (736-90028)Purchase/Refinance 223(f)	Purchase/Refinance 223	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	april.j.edmunds@hud.gov	10/16/2017		18 Days	

- The “||” (Pause icon) = **Awaiting Action from someone else**, the “■” (Stop icon) = **All Actions are Complete**, the “▶” (Play icon) = **Awaiting action from you**. The Play icon indicates a response needs to be submitted to the ORCF reviewer to continue processing.

12. Access the RAI detail by clicking on the RAI task link.

Property Address

Street Address 33 Yawkey Way
City Boston
State MA
Zip code 02222

Is the property address listed correctly? Yes ☐ No ☒

Requester's Name
Date of Lender's Submission 11/02/2017 9:46 AM
Project Loan Type Purchase/Refinance 223(f)

Folder View	Action	Name	Role	Comment	File History	Expected File Name	Attached File
Section 1: Underwriting_A							
1-4_Section 232/223(f) Firm Commitment.docx	Request Additional Information	Susan Gosselin	ProductionUser (Environmental)			1-4_Section 232/223(f) Firm Commitment.docx	
1-6-90024_HUD-90024-ORCF, Contact List.docx	Request Additional Information	Susan Gosselin	ProductionUser (Environmental)			1-6-90024_HUD-90024-ORCF, Contact List.docx	

Lender Comments :

13. Scroll right to see the “Attach” file button. This button opens up the lender’s ability to submit additional documentation as requested by the ORCF reviewer.

Property Address

Street Address 33 Yawkey Way
City Boston
State MA
Zip code 02222

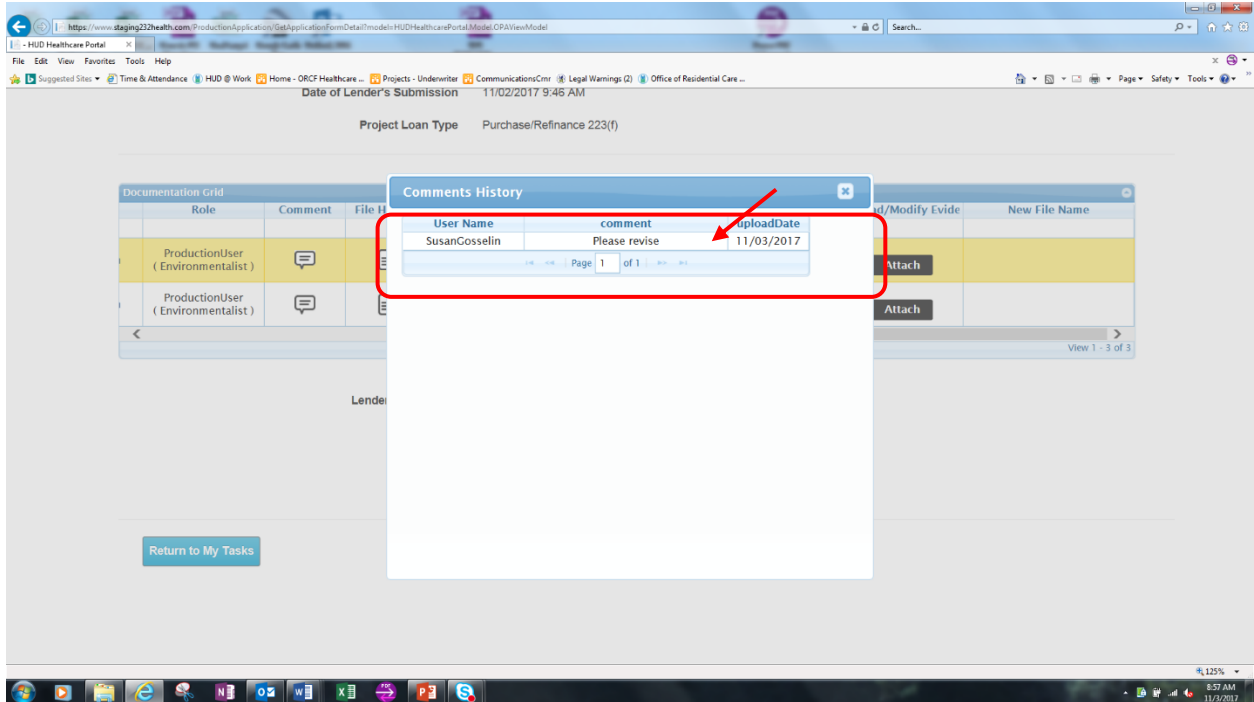
Is the property address listed correctly? Yes ☐ No ☒

Requester's Name
Date of Lender's Submission 11/02/2017 9:46 AM
Project Loan Type Purchase/Refinance 223(f)

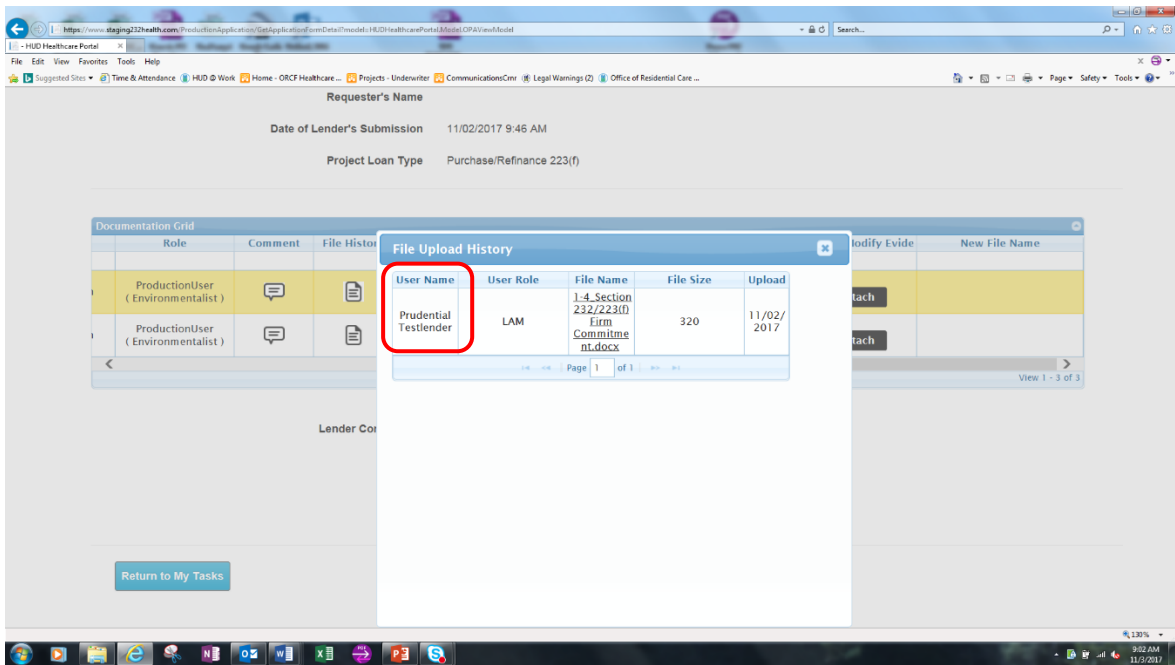
Role	Comment	File History	Expected File Name	Attached File	File Size(KB)	Remove Attachment	Upload/Modify Evid	New File Name
ProductionUser (Environmental)			1-4_Section 232/223(f) Firm Commitment.docx				Attach	
ProductionUser (Environmental)			1-6-90024_HUD-90024-ORCF, Contact List.docx				Attach	

Lender Comments :

14. A pop-up box with reviewer comments can be viewed by clicking on the Comment icon.



15. A file history pop-up box can also be viewed by clicking on the File History icon.



16. Attach updated files and add Comments to Submit the RAI response. (Note: It may be necessary to send a separate email to the ORCF reviewer if a full submission response option is not available in the Portal.)

Requester's Name

Date of Lender's Submission 11/02/2017 9:46 AM

Project Loan Type Purchase/Refinance 223(f)

Role	Comment	File History	Expected File Name	Attached File	File Size(KB)	Remove Attachment	Upload/Modify/Delete	New File Name
ProductionUser (Environmental)			1-4_Section 232/223 (f) Firm Commitment.docx	1-4_Section 232/223(f) Firm Commitment.docx	320		Attach	
ProductionUser (Environmental)			1-6-90024_HUD-90024-ORCF, Contact List.docx	1-6-90024_HUD-90024-ORCF, Contact List.docx	53		Attach	

Lender Comments : Corrected documents attached.

Submit

Return to My Tasks

The ORCF reviewer will see a new task with the RAI response, and will complete the review or request further additional information.

The Lender will see the updates on their My Production Tasks and PAM report, as well as emails for any additional requests.

17. On the My Production Tasks tab (note in this example one RAI is awaiting lender action (Pause icon), and one RAI is complete (Stop icon):

232 Healthcare Portal

Version 3.0.0.0
Log out
Welcome Prudential Testlender
Lender Account Manager

me Tasks(2) Group Tasks Financial Analysis Asset Management Production Administration Contact Us

Home > Tasks > My Production Tasks

Task Name	Project Name	Status	Lender	Type	Assigned To	Last updated	Comments	Duration	Ready for Application
Production Type: FHA# REQUEST									
Fenway Park(FHA# REQUEST)	Fenway Park	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/02/2017		1 Day	Yes
Patriot Place(FHA# REQUEST)	Patriot Place	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	11/01/2017		2 Days	Yes
test45(FHA# REQUEST)	test45	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	FHA# REQUEST	Prudential Testlender	10/16/2017		18 Days	Yes
Production Type: APPLICATION REQUEST									
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	▶	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/03/2017		0 Day	
RAI (022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/03/2017		0 Day	
(022-22033)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
(123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/02/2017		1 Day	
RAI (123-22087)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	susan.gosselin@hud.gov	11/01/2017		2 Days	
(736-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	prudentialtestlender@gmail.com	10/16/2017		18 Days	
RAI (736-90025)Purchase/Refinance 223(f)	Purchase/Refinance 223 (f)	■	PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC	APPLICATION REQUEST	april.j.edmunds@hud.gov	10/16/2017		18 Days	

18. On the PAM Report (in this example, both RAI's are completed):

Production Lender PAM Report

Project Loan Type: All selected (7) | Status: All selected (3) | From Date: | To Date: | Search

Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	IsReassigned	Status	Processed By	Task/Role
Production Type: APPLICATION REQUEST									
11/02/2017		1	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	UnderWrite
2017		1	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Environmentalist
2017		1	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Underwriter/Closer
2017		1	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Survey
2017		1	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Open	susan.gosselin@hud.gov	Appraiser
2017		0	\$13,000,000.00	prudentialetstender@gmail	ProductionUser	No	Closed	susan.gosselin@hud.gov	RAI
2017	11/03/2017	0	\$13,000,000.00	prudentialetstender@gmail	ProductionUser	No	Closed	susan.gosselin@hud.gov	RAI
11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWrite
10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialetstender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	UnderWrite
Production Type: FHA# REQUEST									
10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialetstender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	InsertFha
11/01/2017	11/01/2017	0	\$5,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha
11/02/2017	11/02/2017	0	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha

Once all reviews are complete, and the ORCF UW has presented the project to Loan Committee, the project will show in the Lender's PAM report as Completed.

19. Open the Lender PAM report from the Production tab. Scroll to the right to see the Status.

Report Name: Production Lender Project Action Management Report
 Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
 Lender User Name: Prudentialetstender

Role List: Select Role
 LAM: Select LAMs
 BAM: Select BAMs
 LAR: Select LARs

Production Type: All selected (9)
 Project Loan Type: All selected (7)
 Status: All selected (3)
 From Date: | To Date: | Search

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	IsRea
Production Type: APPLICATION REQUEST										
022-22033		Ferway Park	Purchase/Refinance 223(i)	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	
123-22087		Patrol Place	Purchase/Refinance 223(i)	11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialetstender@gmail	LenderAccountManager	
736-90025		test45	Purchase/Refinance 223(i)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialetstender@gmail	LenderAccountManager	
Production Type: FHA# REQUEST										
736-90025		test45	Purchase/Refinance 223(i)	10/16/2017	10/16/2017	0	\$15,233,358.00	prudentialetstender@gmail	LenderAccountManager	
123-22087		Patrol Place	Purchase/Refinance 223(i)	11/01/2017	11/01/2017	0	\$5,000,000.00	prudentialetstender@gmail	LenderAccountManager	
		Straw Manor	Purchase/Refinance 223(i)	11/07/2017	11/07/2017	0	\$5,000,000.00	prudentialetstender@gmail	LenderAccountManager	
022-22033		Ferway Park	Purchase/Refinance 223(i)	11/02/2017	11/02/2017	0	\$13,000,000.00	prudentialetstender@gmail	LenderAccountManager	

Production Lender PAM Report

Report Name: Production Lender Project Action Management Report
Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
Lender User Name: Prudential Testtender
Role List: Select Role
LAM: Select LAMs
BAM: Select BAMs
LAR: Select LARs
Production Type: All selected (9)
Project Loan Type: All selected (7)
Status: All selected (3)
From Date: To Date: Search

id	End Date	Days Active	Loan Amount	Lender Name	User Role	IsReassigned	Status	Processed By	Task/Role
Production Type: APPLICATION REQUEST									
317	11/07/2017	5	\$13,000,000.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter
317	11/02/2017	1	\$5,000,000.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter
317	10/19/2017	0	\$15,233,358.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	UnderWriter
Production Type: FHAF REQUEST									
317	10/16/2017	0	\$15,233,358.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	InsertSha
317	11/01/2017	0	\$5,000,000.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertSha
317	11/07/2017	0	\$5,000,000.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertSha
317	11/02/2017	0	\$13,000,000.00	prudentialtesttender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertSha

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20. Clicking on the “+” sign next to the FHA # will expand the list to show the status of each individual review.

Report Name: Production Lender Project Action Management Report
 Lender Name: PRUDENTIAL HUNTOON PAIGE ASSOCIATES LLC
 Lender User Name: Prudential Testlender
 Role List:
 LAM:
 BAM:
 LAR:
 Production Type:
 Project Loan Type:
 Status:
 From Date: To Date:

FHA Number	Form	Project Name	Loan Type	Start Date	End Date	Days Active	Loan Amount	Lender Name	User Role	IsReassigned
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/02/2017	11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/03/2017	11/03/2017	0	\$13,000,000.00	prudentialetestlender@gmail	ProductionUser	No	
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/03/2017	11/03/2017	0	\$13,000,000.00	prudentialetestlender@gmail	ProductionUser	No	
022-22033	Fenway Park	Purchase/Refinance 223(i)	11/03/2017	11/03/2017	0	\$13,000,000.00	prudentialetestlender@gmail	ProductionUser	No	
123-22087	Patrol Place	Purchase/Refinance 223(i)	11/01/2017	11/02/2017	1	\$5,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	

BAM:
 LAR:
 Production Type:
 Project Loan Type:
 Status:
 From Date: To Date:

End Date	Days Active	Loan Amount	Lender Name	Lender Role	IsReassigned	Status	Processed By	View Name	RAI
11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter	No
11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter/Closer	No
11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	Survey	No
11/07/2017	5	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	Appraiser	No
11/03/2017	0	\$13,000,000.00	prudentialetestlender@gmail	ProductionUser	No	Closed	susan.gosselin@hud.gov	RAI	Yes
11/03/2017	0	\$13,000,000.00	prudentialetestlender@gmail	ProductionUser	No	Closed	susan.gosselin@hud.gov	RAI	Yes
11/02/2017	1	\$5,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	UnderWriter	No
10/16/2017	0	\$15,233,358.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	UnderWriter	No
10/16/2017	0	\$15,233,358.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	april.j.edmunds@hud.gov	InsertFha	No
11/01/2017	0	\$5,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha	No
11/07/2017	0	\$5,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha	No
11/02/2017	0	\$13,000,000.00	prudentialetestlender@gmail	LenderAccountManager	No	Closed	susan.gosselin@hud.gov	InsertFha	No

21. The project will now be available to start in the Closing process when ready.

The screenshot displays a web browser window with the URL <https://www.staging.232health.com/ProductionClosing/ClosingForm/ExceptConstruction>. The browser's address bar shows the URL, and the page title is "Project Action Request For...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons for navigation and search. The browser's status bar shows the page title, page number, and page size.

The page header features the 232 Healthcare Portal logo on the left and the text "232 Healthcare Portal" in the center. On the right, it says "Version 3.0.0.0", "Log out", "Welcome Prudential Testtender", and "Lender Account Manager". Below the header is a navigation bar with links: Home, Tasks, Group Tasks, Financial Analysis, Asset Management, Production, Administration, and Contact Us.

The main content area is titled "Closing Request (Non-Construction Closing)". It contains a form with the following fields:

- FHA Number *
- Project Number (022-22033 and 022-22087 are listed, with 022-22033 circled in red)
- Property Name
- Property Address
- Street Address *
- City *
- State *
- Zip code *
- Is the property address listed correctly? Yes (selected) No
- Requester's Name (Prudential Testtender)
- Date of Lenders's Submission
- Project Loan Type *

Below the form are two buttons: "Rearrange FILES" and "Copy FILES".

At the bottom of the page is a "File Upload Grid" table with the following columns: Folder View, Add/Remove Folders, File Name, File Size(KB), File Uploaded Date, Remove Attachment, Upload Files, and New File Name.

The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:49 AM on 11/7/2017.